

## Earthwork Submittal Process

**NOTE:**

**DPL** = Design Phase Leader

**PM** = Project Manager

**COG** = Consultant Oversight Group

The workflow documented below pertains only to in-house design projects. The GDOT Design Phase Leader (**DPL**) will coordinate this task. Review packages should be submitted to the **COG** prior to FFPR

1. The **DPL** will package the earthwork files to be delivered to the **COG** under the following folders/subfolders in PW:

*PI\PE\Roadway\Design\QA-QC*

2. To complete the package, the **DPL** will create a subfolder under QA-QC named, **Earthwork\_SubmissionDate**, and a [document set](#) called “**Earthwork Data Package**”.

- Design Database (CAiCE or InRoads)\*
  - CAiCE Archive \*.ZIP or InRoads ALG, DTM's, IRD and ITL files.
- MicroStation DGN Files\*
- 1- Half-size set of Cover, Typical, Plan/Profile, Cross Sections
- Volume Calculations (summary spreadsheet and \*.end file)\*
- Approved Pavement Design(s)
- Staging cross sections
- Soil Survey
- Project Data Sheet

It will be necessary to **copy** files that are subject to additional changes (\*) such as the CAiCE/InRoads and MicroStation files to this folder prior to creating the set. The remaining files can be accessed (while adding to the document set) from the original storage locations within the project folder structure.

3. Once the “**Earthwork Data Package**” [document set](#) is complete, the **DPL** will send an email to the **COG** and the **PM** to notify them of the submission.
  - a. Select the document set.
  - b. Right click and select **Send To => Mail Recipient as Link...**
4. If substantial revisions to the earthwork quantities are needed, a subsequent review can be initiated by the **DPL** by creating an additional subfolder in the folder listed above in step 1 and repeating steps 2 and 3.